



BROMSGROVE SCHOOL WINTERFOLD

PREP • PRE-PREP • NURSERY

Teaching Assistants for Children with Specific Needs (Fixed term contracts)

JOB DESCRIPTION

Purpose:	To ensure a high quality learning experience that provides pupils with the opportunity to achieve their potential To undertake an appropriate teaching commitment and associated duties in accordance with school policy
Reporting to:	Headmistress
Responsible for:	Pupils and school resources
Liaising with:	Academic and Pastoral Deputy Heads and Head of Key Stages
DBS check:	Enhanced level
Working time:	Full-time.
Salary:	Level 3

Post 1

Fixed for the academic year 2026/7 only.

HOURS OF WORK: 3 days 8.30a.m.-4.00p.m., 2 days 8.30a.m.-5.00p.m.

Post 2

Fixed until 31 August 2030.

HOURS OF WORK: 4 days 8.30a.m.-3.30p.m., 1 day 8.30a.m.-3.00p.m.

Salary: £13.13 per hour (Level 3 qualification)

Pension: A contributory pension scheme is available up to 7%.

Sick Entitlement: Statutory sick pay only in the first twelve months of service. Following this, one year of service, one week of full pay (pro-rata); two years of service, three weeks of full pay (pro-rata); three years of service, five weeks of full pay (pro-rata); four years of service, eight weeks of full pay (pro-rata). Eight weeks (pro-rata) is the maximum entitlement

Other Benefits: Free lunch provided daily and free car parking.

LEARNING AND TEACHING

1. Assist pupils in all areas of school life according to their educational needs
2. Communicate effectively and professionally with parents on pupil progress and welfare, after consultation with appropriate staff
3. Liaise with the Pastoral Deputy Head to ensure the implementation of the school's pastoral system, including the identification of any perceived pupil difficulties and possible resolutions
4. Share in the management of the behaviour of pupils
5. Contribute to the planning, discussion and meetings with external agency staff where appropriate
6. Work closely with the SENCO to ensure pupil needs are met

PERSONAL AND PROFESSIONAL DEVELOPMENT AND CONDUCT

1. Lead by example and promote and enable team work in pursuit of excellence
2. Take part in the school's staff development programme by participating in arrangements for further training and professional development
3. Understand the importance of inclusion, equality and diversity both when working with pupils, parents and colleagues
4. Follow the school's agreed policies for communications in the school
5. Co-operate with other staff to ensure resources are shared and used effectively
6. Be courteous to colleagues and provide a welcoming environment to visitors
7. Take a proactive approach to health and safety in order to minimise and mitigate potential hazards and risks
9. To support the school's safeguarding procedures and undertake regular training as required

GENERAL RESPONSIBILITIES

- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Undertake such duties and responsibilities as may be agreed with the Headmistress
- Actively promote the school's policies, procedures and codes of practice

This job description is current at the date shown. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment for disabled job applicants, or for any employee who develops a disabling condition.

How to apply

Please complete the online application form.

Closing date is Monday 14th September, but strong candidates will be contacted and interviewed before the closing date.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful candidate will be required to undergo an enhanced DBS check, and appointment is subject to the receipt of satisfactory references and all other safer recruitment checks